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STEPWISE APPROACH	ACTION
Step 1: Consider the Evidence	<p>Familiarize yourself with current immunization recommendations for health care personnel (HCP)</p> <p>Understand the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) standard for influenza vaccination</p>
Step 2: Initiate the Planning Process	Obtain support from administration & assemble a team
Step 3: Plan the Campaign	<p>Review what was done last year</p> <p>Review list of materials &amp; other considerations prior to the clinic</p> <p>Review strategies &amp; best practices utilized by other immunization campaigns</p> <p>Assemble materials</p> <p>Sustain the campaign</p>
Step 4: Promote the Campaign	<p>Gather promotional materials</p> <p>Communicate program information to staff members</p> <p>Send organization-wide e-mails &amp; reminders</p> <p>Communicate clinic times and offerings via organization newsletter</p> <p>Hold a kick-off event</p>
Step 5: Conduct the Campaign	<p>Operate clinics &amp; track progress</p> <p>Utilize materials</p> <p>Document immunizations in the Michigan Care Improvement Registry (MCIR)</p> <p>Evaluate campaign &amp; celebrate successes</p> <p>Communicate results to staff members &amp; volunteers</p> <p>Plan for next year</p>